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ABSTRACT

The Project PRIMES (Progress Research in Meeting Elementary Standards) system examines elementary schools in light of minimum standards set by the Ohio State Department of Education. In order to provide an in-depth look at the strengths and weaknesses of School/Community Relations Programs, this instrument solicits information from school staff (principal, teachers, aides, clerical, custodial), parents, and the community. (RC)

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PROJECT PRIMES
(Progress Research in Meeting Elementary Standards)
ESEA Title III
School/Community Relations
Evaluation Instrument

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RATIONALE

The revised 1970 Minimum Standards for Ohio Elementary Schools has mandated that elementary schools evaluate their efforts to attain the minimum level of standards in the area of School/Community Relations. This evaluation instrument was designed to provide the principal, staff, and parents of your building with an overview of your school/community relations program. The information obtained from the instrument can assist you in a variety of ways, including an in-depth look at the strengths and weaknesses of your particular program.

Project PRIMES

School/Community Relations
General Instructions

The principal shall assume responsibility for activating, implementing, and evaluating the School/Community Relations Program. To provide the information to complete this endeavor, the following sections are included in the evaluation instrument:

Section I -- Staff Opinionnaire - may be completed by staff and principal. The staff may include teachers, aides, clerical, custodial and others as defined by the principal.

Section II -- Parent Survey - may be completed by parents of the local school community.

Section III -- Community Survey - may be used by community members other than parents of children attending the local school. These members will be defined by the building principals and this section may or may not be used, depending on needs.

School/Community Relations
Evaluation Instrument

Section I - Staff Opinionnaire

1. Which of the following organizations are offered to parents at your school?

(Please check all that apply)

1) PTA _____
2) Advisory Boards _____
3) Room Mother's Group _____
4) Mother's Club _____
5) Father's Club _____
6) Volunteer Programs _____
7) Building Evaluation Committee _____
8) Other (Please specify)

_____

_____

2. To what degree do these organizations have impact on school and community relations in your school community?

a) Very positive impact ____
b) Positive impact ____
c) No impact ____
d) Negative impact ____

3. Of the organization(s) which you checked in #1 above, which one has the

a) Greatest impact _____ (list only one)
b) Least impact _____ (list only one)

4. Please circle the number of the organization(s) listed in #1 above in which you are personally active.

1 2 3 4 5 6 7 8

5. Please list other organizations which are not offered to staff and parents of your school but would play an active part in strengthening the school and community relations program. (i.e., Police Athletic League, Kiwanis, Lions, etc.)

   a) _____

   _____

   _____

   b) Would you personally participate in these organization(s).

   Yes_____ No_____ Maybe_____

6. Does your school have a uniform policy for orienting new students to school policies, (i.e. recess and lunch rules).

   Yes____ Yes, but weak____ No____ In planning stage____

7. Does your school have a uniform policy for orienting new parents to school policies (i.e. programs available, grading policies, etc.).

   Yes____ Yes, but weak____ No____ In planning stage____

8. Does your school have a uniform policy to include parents in study and discussion groups which deals with:

   a) Curricular programs

   Yes___ Yes, but weak___ No___ In planning stage___

   b) Extracurricular programs

   Yes___ Yes, but weak___ No___ In planning stage___

9. Each school attempts to communicate to its local community on the topics listed below. Please check the amount of information you feel parents receive from your school on the following topics.

Topic	About the right amount of information	Probably should have more information	No Knowledge Of
1. The school's program in:			
a. Math	1a _____	1a _____	1a _____
b. Science	b _____	b _____	b _____
c. Reading	c _____	c _____	c _____
d. Creative Arts	d _____	d _____	d _____
e. Social Studies	e _____	e _____	e _____
f. Other (Explain) _____	f _____	f _____	f _____
2. The local school's policies and rules.	2 _____	2 _____	2 _____
3. The school system's policies and rules.	3 _____	3 _____	3 _____
4. The progress and achievement of children.	4 _____	4 _____	4 _____
5. The quality and achievement of the school's staff.	5 _____	5 _____	5 _____
6. New methods and materials used in the school's program.	6 _____	6 _____	6 _____

10. To your knowledge, which sources are used to communicate to your parents about the following topics?

(Please check all that apply)

	Parent Teacher Conferences	PTA Meetings	Special Meetings	Letters or Brochures	Board of Education	Community Newspaper (weekly)	Daily Newspaper	Radio	No Knowledge of
a) The school's program in:									
1) Curriculum areas									
2) Extra-curriculum areas									
b) The school's policies and rules									
c) The school system's policies and rules									
d) Student body activities (i.e., grade level projects, school projects)									
e) New methods and materials used in the school's program.									

11. To what degree does your school provide for visitation opportunities, such as:

	Annually	Semi-Annually	Quarterly	Monthly	None
a) Open house	___	___	___	___	___
b) Grade level meetings	___	___	___	___	___
c) Representatives from business, industry, government	___	___	___	___	___
d) Grandparent day	___	___	___	___	___
e) Neighbor day	___	___	___	___	___

12. Does your school have a referral system for families who may need assistance from community agencies such as:

	Yes	No	No Knowledge Of
a) Family Counseling	___	___	___
b) Recreational Opportunities	___	___	___
c) Mental Health Organizations	___	___	___
d) Physical Health Organization	___	___	___

13. If you were a parent at your school, which of the following statements do you think you would check?

a) The school always keeps us fully informed _____

b) The school gives us limited information _____

c) The school gives very little information _____

14. Overall, how would you rate your school's public relations program?

a) Needs quite a bit of improvement _____

b) About average, but could be better _____

c) Above average, continue as is _____

15. What suggestions do you have for the improvement of the school/community relations program at your building?

School/Community Relations
Evaluation Instrument

Section II - Parent Survey

Your local school believes that good communication with parent community is in the best interest of both the child and the development of the school program to meet his individual needs.

With this in mind, would you please take a few minutes to respond to the following questions. Since there is no need to sign the questionnaire, it is hoped you will respond as honestly as you can.

Thank you for your cooperation.

1. Please check the sources where you receive most of your information about your local school.

   a) Newspaper - Daily _____
      Weekly _____
   b) Radio _____
   c) T.V. _____
   d) Principal _____
   e) Teachers _____
   f) School Meetings _____
   g) Other parents _____
   h) Your child _____
   i) Printed materials from the school _____
   j) The central office of the school system _____
   k) Other (please explain) _____

   _____

   _____

   _____

2. Overall, which of the following statements best describes your local school?

   a) Keeps us fully informed _____
   b) Gives us some information _____
   c) Gives us little information _____
   d) Gives no information _____

3. When the local school gives you information about its program, which of the following statements reflects your feelings?

a) Always complete and accurate information a) ____
b) Usually complete and accurate information b) ____
c) Seldom complete or accurate information c) ____
d) Never complete or accurate information d) ____

4. When you have a question or problem about school, whom do you usually contact first?

a) The principal a) ____
b) A classroom teacher b) ____
c) Someone in the system's central office c) ____
d) Another parent d) ____
e) Someone on the Board of Education e) ____
f) Other (please explain) f) ____

_____

_____

5. Do you usually get action from the person you checked above?

Yes ____ No ____

6. When the school has a P.T.A. meeting or special program what is your usual reaction?

a) Try to go because I know it is important. a) ____
b) Try to go when I think the topic is useful. b) ____
c) Try to go but it's usually not worth the time. c) ____
d) It's usually a waste of time so I don't go. d) ____
e) Should go more often but I don't seem to find time. e) ____
f) I usually never attend school meetings for various reasons. f) ____

7. How often do you attend Parent-Teacher Conferences?

a) Every time they are scheduled. ____
b) Only when I think my child is having a problem. ____
c) I have never attended a conference. ____

8. Which of the following groups are available for parents at your school? (Please check all that apply)

1) PTA ____

2) Advisory Boards ____

8 (Cont'd)

3) Room Mother's Group ____

4) Mother's Club ____

5) Father's Club ____

6) Volunteer Programs ____

7) Building Evaluation Committee ____

8) Other (Please explain)

_____

_____

9. Each school attempts to communicate to its local community on the topics listed below. Please check the amount of information you feel you have received from your local school on the following topics.

Topic	About the right amount of information	Would like to receive more information	Never receive information
1. The school's program in:			
a. Math	1a. ____	1a. ____	1a. ____
b. Science	b. ____	b. ____	b. ____
c. Reading/Language Arts	c. ____	c. ____	c. ____
d. Creative Arts	d. ____	d. ____	d. ____
e. Social Studies	e. ____	e. ____	e. ____
f. Other	f. ____	f. ____	f. ____
2. The local school's policies and rules.	2. ____	2. ____	2. ____
3. The school system's rules and policies.	3. ____	3. ____	3. ____
4. The progress and achievement of my children.	4. ____	4. ____	4. ____
5. The quality and achievements of the school's staff.	5. ____	5. ____	5. ____
6. New methods and materials used in the school's program.	6. ____	6. ____	6. ____

10. For each of the topics listed below, please check the source of your information. If you receive information about the topics from more than one source please check all that you feel apply.

Topic	Source												
	Teachers	Building Principal	Your Child	Other Parents	Board of Education	P.T.A. Meetings	Parent/Teacher Conferences	Special Meetings at School	Parent Handbook	Daily Newspaper	Weekly Newspaper	Radio	T.V.
The local school's policies and rules.													
The school system's policies and rules.													
The progress and achievement of my children.													
The quality and achievement of the school's staff.													
New methods and materials used in the school's program.													
The school curriculum or subject areas.													

11. Do you think your local school does an effective job in its Public/ Relations Program?

A. Needs quite a bit of improvement _____

B. About average, but could be better _____

C. Above average, continue as is _____

12. Do you have any suggestions for improving your school's public relations program?

_____

_____

_____

_____

_____

_____

_____

School/Community Relations
Evaluation Instrument

Section III - Community Survey

Your local school would appreciate your assistance in conducting an evaluation of its School/Community Relations Program. Because you are a key member of the community, your opinions can be very helpful to us as we attempt to improve our communication with the total community. Please check the answer below that best describes your opinion.

1. Please check the amount of information you receive about the school from various sources.

   _____A. Quite a bit

   _____B. A moderate amount

   _____C. A limited amount

   _____D. None

2. Please check the sources listed below from which you usually receive information.

   _____A. Children who attend the school

   _____B. Other children in the neighborhood

   _____C. Parents

   _____D. Local school teachers

   _____E. Local school officials

   _____F. School officials in the central office

   _____G. Daily news sources

   _____H. Weekly news sources

   _____I. Other (Please specify) _____

   _____

3. Do you ever have occasion to contact the school?

Yes_____ No_____

If you answered Yes to the above question, which statement below best describes your experience.

____A. Receive a friendly immediate response.

____B. Receive a friendly response, but it takes a while.

____C. Sometimes I get assistance, sometimes I don't.

____D. Receive a response, but it's not very friendly.

____E. Seem to get the run-around.

4. Based on the information you have received concerning the school, which statement best reflects your view.

____A. I have a positive view of the school.

____B. I have a mixed opinion of the school.

____C. I have a negative view of the school.

____D. I have no knowledge of the school.

5. Please circle the point on the scale that best describes your view of the following items.

	Positive	Mixed	Negative	No Opinion
A. The school's academic program.	1	2	3	4
B. The school's social program.	1	2	3	4
C. The school's policies and rules.	1	2	3	4
D. The quality and achievements of the school's staff.	1	2	3	4
E. New methods and materials in the school.	1	2	3	4
F. The behavior and attitude of the students.	1	2	3	4
G. The quality and achievements of the school's graduates.	1	2	3	4

6. Do you think your local school does an effective job in its Public/ Relations program?

____A. Needs quite a bit of improvement.

____B. About average but could be better.

____C. Above average, continue as is.